

SMM 10.4 Master's Monthly Report

In addition to the Critical Equipment Forms in section 10.3, the Master will complete a Monthly Report each month by the end of the calendar month to review the status of document expiration and drills. This report will be filed in SINEX

Procedure

- Continual record keeping is required to keep the ship in a safe operating condition and is part of normal ship operations.
- The following Master's Monthly Report shall be completed by the Master and submitted to the Port Captain on a monthly basis.
- Any major discrepancies shall be immediately resolved and if not possible it must be reported to the Port Captain.
- Any need for additional resources to safely complete record keeping or maintenance should be forwarded to the shore-based management team.
- Maintenance Reports may be suspended during drydock periods.

	Condition (SAT, SAT *, UNSAT)	Notes, Recommendations (attach additional sheets if necessary)
Shipboard Documents Are all documents valid? Y__ N__ If no, please describe in Notes. Are there documents/inspections required in the next 90 days?		
Crew Documents For each crewmember, do you have a valid copy of their MMC, MedCert, TWIC, and passport?		
Crew Qualifications Are new AB winch and crane qualifications up to date in Sinex?		
Crew Familiarization Are all crew familiarization forms up to date in Sinex? (new crew and recently promoted)		
Risk Assessments Last Date Completed _____ Cruise # _____		
Drills Last Completed Fire (monthly) _____ Abandon Ship (monthly) _____		

Enclosed Space (1 every 2 months) _____		
MOB (1 every 3 months) _____		
Steering Casualty (1 every 3 months) _____		
HAZMAT Spill (1 every 3 months) _____		
Collision (1 per year) _____		
Propulsion Failure (1 per year) _____		
Grounding (1 per year) _____		
Flooding (1 per year) _____		
Machinery Casualty (1 per year) _____		
Search and Rescue (1 per year) _____		
Medical Emergency (1 per year) _____		
Security Threat (1 per year) _____		
Witt O'Brien's (QI) (1 per year) _____		
O2/gas meter test (monthly) Next calibration due: _____ Gas canister exp. date _____		
SSAS test last completed Iridium _____ Sat-C _____		
<i>Intentionally blank</i>		

Ship's petty cash funds (physical count): Date Cash Counted: Cash spent this month: All receipts submitted to MarOps		
Shipboard SMM Current Date of last update		
BWMP Master Signoff (quarterly) Last reviewed/updated _____		

Additional items and comments:

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_____ Date _____ Master's printed name and signature

This form shall be emailed to MAROPS and put into Sinex